

MONROE COUNTY

JOB DESCRIPTION

Position Title: SR DIRECTOR MARINE RESOURCES		Date: 11/29/99
Position Level: 13	FLSA Status: Exempt	Class Code: 13-7

GENERAL DESCRIPTION

Primary function is to oversee the functions of the Department and act as the County liaison to local, state, and federal agencies in the area of marine science, policy and resource management.

KEY RESPONSIBILITIES

1. *Responsible for managing the administration of the Marine Resources Department, such as budgeting, hiring and staff evaluations.
2. *Manage Sanitary Wastewater Master Plan development and implementation.
3. *Manage Stormwater Master Plan development and implementation.
4. Work on the development, legal defense, and implementation of the County's Comprehensive Plan as it relates to marine issues, water quality, and wastewater management.
5. Provide Comprehensive Plan development, negotiation, and provide expert testimony.
6. Implement other Comprehensive Plan components, Carrying Capacity, OSDS Ordinance.
7. Work on and supervise the development of Channel Marking Plan & related projects.
8. Coordinate efforts of Boot Key Harbor Committee; Work with Marine & Port Advisory Committee.
9. Initiate and develop Requests for Proposals, conduct the review of responses, negotiate contracts, seek contract funding, and act as project manager on such projects.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Master's Degree required in Marine or Biological Sciences or Coastal Resources Management.
<i>Experience:</i>	3 to 5 years.
<i>Impact of Actions:</i>	The work involves leadership which routinely affects multiple divisions of Monroe County and/or the surrounding community in a demonstrable way.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedures, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgement is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
<i>Communication with Others:</i>	Requires regular contact with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or managing relationships at a high level.
<i>Managerial Skills:</i>	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____

